

REQUEST FOR INFORMATION

RFI # 720C-03029-02C

Issue Date: September 5, 2001 – Revised September 16, 2005

Title: **Criminal Background Screening and Assessment of Persons with a History of Substance Abuse**

Issuing Agency: The Virginia Department of Mental Health, Mental Retardation and Substance Abuse Services, Central Office Department of Administrative Services
1220 Bank Street
P.O. Box 1797
Richmond, Virginia 23218

Responses to this RFI will be received on a continuous basis.

All Inquires for program-related information should be directed to:

Ken Batten at 804-786-3906; Fax: 804-786-4320 e-mail: ken.batten@co.dmhmrsas.virginia.gov

If responses are mailed, send directly to issuing agency at the address shown above. If responses are hand delivered, deliver to **Office of Substance Abuse Services, Jefferson Building, 8th Floor, 1220 Bank Street, Richmond, Virginia, 23219**. Envelopes should be marked with RFI number and opening date and time. If an RFI is not properly identified, the Offeror takes the risk that the envelope may be inadvertently opened and the information compromised.

The Undersigned offers the provided information in response to RFI # 720C-03029-02C.

Name and Address of Firm:

Date: _____

By: _____

Signature in Ink

Title: _____

Telephone: _____

1.0 PURPOSE: The purpose of this Request for Information (RFI) is to solicit information from vendors that can provide pre-employment screening and assessment services for persons seeking employment in substance abuse treatment programs for adults operated by Community Services Boards (CSB), Behavioral Health Authorities (BHA), or other Agencies licensed by the Department of Mental Health, Mental Retardation and Substance Abuse Services (DMHMRSAS). Selected vendors will be expected to perform screening assessments of persons convicted of specific felonies as required and described in Chapter 4 § 37.2-416 and Chapter 5 §37.2-506 of the Code of Virginia, hereinafter referred to as The Code. In response to this RFI, vendors are asked to describe their solution for providing screening assessment services to meet the requirements of The Code.

2.0 ATTACHMENT:

Chapter 4 § 37.2-416 and Chapter 5 §37.2-506 of the Code of Virginia and Summary of Changes

<http://leg1.state.va.us/cgi-bin/legp504.exe?000+cod+37.2-416>

<http://leg1.state.va.us/cgi-bin/legp504.exe?000+cod+37.2-506>

3.0 DEFINITIONS: For the purposes of this RFI the following are defined:

3.1 The Code - The Code of Virginia

3.2 Covered Organizations – Community Services Boards, Behavioral Health Authorities, and Agencies licensed by the Department of Mental Health, Mental Retardation and Substance Abuse Services as identified in The Code

4.0 INFORMATION:

4.1 This RFI is issued to determine the availability, or potential availability of a vendor, or multiple vendors, that can provide pre-employment screening assessment services as required by The Code.

4.2 Covered Organizations may request services from the vendor(s) selected as a designated screening contractor

4.3 Fees for services performed by a screening contractor shall be billed to and will be paid by the applicant that requested the screening. DMHMRSAS shall incur no costs associated with the screening process.

4.4 DMHMRSAS will not contract with selected vendors. Instead, vendors will be placed on a vendor list that will be maintained by the DMHMRSAS Office of Human Resource Development and Management (HRDM). The vendor list will be made available to persons seeking employment that require a screening assessment per The Code, to enable a person to select an approved provider of screening assessment services.

4.5 Vendors who submit a response to this RFI may be asked to give an oral presentation to the issuing agency. Presentations are optional and vendor(s) are under no obligation to participate.

5.0 INFORMATION SUBMISSION REQUIREMENTS:

5.1 RFI Response – Vendors responding to this RFI should provide one original and three copies of their response to the issuing agency.

5.2 Responses should be prepared simply and inexpensively (standard 8 ½ x 11 plain white paper, using black print, no color printing, stapled, binders not necessary), providing a straightforward, concise description of the approach being presented for consideration. Emphasis should be on completeness and clarity of content.

5.3 Ownership of all data, material and documentation originated and prepared for DMHMRSAS pursuant to this RFI shall belong exclusively to DMHMRSAS and be subjected to public inspection in accordance with the Virginia Freedom of Information Act. Trade secrets or proprietary information submitted by a vendor shall not be subject to public disclosure under the Virginia Freedom of Information Act; however, the Offeror must invoke the protections of §11-52D of the Code of Virginia, in writing, either before or at the time the data or other material is submitted. The written notice must specifically identify the data or materials to be protected and state the reasons why protection is necessary. The proprietary or trade secret material submitted must be identified by some distinct method such as highlighting or underlining and must indicate only the specific words, figures, or paragraphs that constitute trade secret or proprietary information. The classification of an entire document as proprietary or trade secrets is not acceptable.

6.0 SPECIFIC REQUIREMENTS FOR SUBMITTED INFORMATION: Information should be as thorough and detailed as possible so the issuing agency may properly understand the vendors proposed approach to providing screening services. Vendors shall prepare their response to this RFI per the following format:

6.1 Section I - In no more than **three pages** vendors are asked to describe their approach to perform a screening and assessment (to include risk assessment evaluation methodology and screening criteria) of a person with a history of criminal behavior, seeking employment at a covered organization. The risk assessment methodology and screening criteria should determine:

- that the applicant's criminal behavior was substantially related to the use of substances, and
- that the applicant has been successfully rehabilitated and is not a risk to consumers based on the screening of the applicant's criminal history background and their substance abuse or addiction histories.

The applicant will be required to provide a statement to the screening contractor and the hiring agency regarding the date and nature of the criminal offense(s) to include:

- The date that all prison or jail terms (to include suspended sentences) was completed;
- A statement from the applicant's most recent Probation and Parole officer to verify completion of any probation or parole supervision
- Documentation that any restitution, fines and court costs have been satisfied
- Documentation that seven years have elapsed since the last drug conviction
- Documentation that five years have elapsed since any other criminal convictions
- A statement that there are no other pending criminal charges

- A statement or discharge summary from the applicant's most recent treatment program or self help organization that outlines his/her period of treatment and/or any other pertinent information which addresses the applicant's rehabilitation.

7.1.1 In no more than **one page** vendors are asked to describe how they will verify the information provided by the applicant and compare to the records review provided by the hiring agency.

- 7.2 Section II – In no more than **two pages** vendors must document licensure as a Health Care Practitioner (Licensed Professional Counselor, Licensed Clinical Social Worker, Psychologist, etc.), any experience in the delivery of substance abuse treatment services (EAP professionals, etc.) and/or experience in screening and evaluating persons that have a history of substance abuse and criminal convictions and their experience in performing screening and assessment services similar to those described herein.
- 7.3 Section III – In no more than **two pages** vendors must document use of any standardized instruments or tests used in the assessment process (Addiction Severity Index, Simple Screening Inventory, Urinalysis, etc).
- 7.4 Section IV – Provide a description of the fee structure to be charged to the applicant for all services described in the vendor's response to this Request for Information.